

From: Nassif, Julianne (DPH) </O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=JULIANNE.NASSIF>
Sent: Tuesday, December 2, 2008 11:23 AM
To: Jacobsen, Patricia (DPH) <Patricia.Jacobsen@MassMail.State.MA.US>; Rubin, Alan (DPH) <Alan.Rubin@MassMail.State.MA.US>; Piro, Peter (DPH) <Peter.Piro@MassMail.State.MA.US>; Khan, Annie (DPH) <Annie.Khan@MassMail.State.MA.US>
Cc: DiNatale, Margaret (DPH) <Margaret.DiNatale@MassMail.State.MA.US>
Subject: FW: remindersl

see below. Peggy, please add these individuals to the distribution list.
thanks,
Julie

From: DiNatale, Margaret (DPH)
Sent: Monday, December 01, 2008 2:40 PM
To: DiNatale, Margaret (DPH); Caloggero, Dina (DPH); Smole, Sandra (DPH); Nassif, Julianne (DPH); Han, Linda (DPH); Szymczak, Elizabeth (DPH); Hennigan, Scott (DPH); Krumholz, Glenn (DPH); Konomi, Raimond (DPH); Chen, Karen (DPH); Clemmer, Jill (DPH); Jenner, Jennifer (DPH); Peppe, Joseph (DPH); Belanger, Peter (DPH); Stiles, Tracy (DPH); Elvin, Paul (DPH); Gauthier, Cheryl (DPH); Nawn, Kathleen (DPH); Madigan, Phyllis (DPH)
Subject: reminders!
Importance: High

Hi,
Instead of sending multiple emails, here is one email with several reminders. Some of the reminders do not apply to everyone. If you have questions, please call me at ext. 6243.

Thanks,
Peggy DiNatale

1. Conference call Tuesday, December 2 11:30 – 1 pm in room 133
Topic: Converting BSL 3 space to BSL 2 space
Guest speaker: Dr. Jonathan Richmond, Jonathan Richmond & Associates, Inc.
2. **Please send the CDC turn around table/information to me by December 3.** We had originally decided to collect this information in November and send it to CDC in December, 2008. I would like to meet this deadline. Most labs have submitted the information and only a couple are pending.
3. Please send a listing of the QI projects that your lab has been involved in both 2007 and 2008 – please separate out the two years and label the document.
Please include your lab name, the title of the QI project, date started, date completed or designate as “in process”.
Please send these to me by Monday, December 8. One lab sent a listing so far. Dina would like me to have this list completed before our next CLIA inspection, which can be unannounced anytime starting in December, 2008.